

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title:	Courtroom Deputy #09-02
Location:	Dallas, Texas
Closing Date:	November 21, 2008 or until filled
Starting Salary/Range:	\$41,606 - 74,355 (CL26/27)*

*Depending upon qualifications and experience

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for the position of Courtroom Deputy to a Senior District Judge. This position is located in the U.S. District Clerk's Office in Dallas, Texas. Duties of the courtroom deputy include, but are not limited to: performing case management to assist the judge and judicial staff with case progression; providing courtroom assistance, including operating electronic courtroom equipment and training attorneys to use the equipment properly; informing parties of the status of cases; completing monthly civil and criminal statistical reports; taking notes of proceedings and rulings, preparing minute entries and orders, and entering same on the docket; and coordinating juries. The incumbent also serves as a liaison between the clerk's office, the bar, federal and state agencies, and the judge to ensure that cases proceed smoothly and efficiently.

QUALIFICATIONS: To qualify, a candidate must have three years specialized court experience or equivalent work experience in a professional environment at a CL-25 pay grade or higher. Experience working as a courtroom deputy is preferred. The candidate must have experience in a fast-paced and demanding environment with the ability to present a professional demeanor at all times. The candidate should possess strong organizational, analytical, and verbal and written communication skills. Long hours are often required. Work and scheduled time off must be arranged around the judge's schedule. Solid computer skills are required, including proficiency in the use of an electronic case management database and WordPerfect. Experience docketing in a case management database is preferred. A Bachelor's degree or paralegal certificate is preferred. Experience using electronic presentation equipment is desirable.

BENEFITS: Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, life insurance, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a U.S. citizen or provide documentation proving eligibility to work in the U.S.

Qualified applicants may submit a detailed resume and salary history to:

Human Resources - #09-02

Human Resources Manager

United States District Clerk's Office

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

**** The Court is an Equal Opportunity Employer ****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify our human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.